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MONTANA

STATE BOARD OF EDUCATION
STATE LIBRARY COMMISSION

ANNUAL REPORT

TO THE
GOVERNOR OF MONTANA

HONORABLE THOMAS L. JUDGE

FOR THE FISCAL YEAR

ENDED

JUNE 30, 1974

PLEASE RETURN

MONTANA STATE LIBRARY

930 EAST LYNDALE AVENUE

HELENA, MONTANA 59601

October 7, 1974

The Honorable Thomas L. Judge
Governor of Montana
Capitol Building
Helena, Montana

Dear Governor Judge:

In accordance with the requirements of Section 82-4002, R.C.M. 1947, there is herewith transmitted to you the report of the State Library Commission covering the fiscal year ended June 30, 1974.

Major accomplishments during the year include:

The addition of six counties to the federation of libraries system in Montana. Daniels, Phillips, Sheridan and Valley counties joined Golden Plains Federation at Glasgow. Treasure County joined Sagebrush Federation at Miles City. Blaine County joined Pathfinder Federation at Great Falls.

Montana Information Network Exchange program - which coordinates the resources and services of all types of libraries in the state is growing in strength and capability and will be of greatest value in linking the libraries of the state to regional or national networks. A health sciences information network is coordinated with Montana Information Network Exchange. It includes hospital, clinic and special libraries, and is bringing medical information to Montana communities, using health sciences resources of the state which were previously untapped.

30% increase in requests for information and reference received from state agencies.

Respectfully submitted,

Alma S. Jacobs
Mrs. Alma S. Jacobs
State Librarian

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AGENCY ORGANIZATION

COMMISSION MEMBERS

| | |
|---|---|
| William P. Conklin, Chairman (1974-1977) | 1026 Fifth Avenue North Great Falls, Montana 59401 |
| Mrs. Margaret Warden, Vice-chairman (1973-1976) | 208 Third Avenue North Great Falls, Montana 59401 |
| Don Gibson, Member (1974-1977) | Box 199 Glendive, Montana 59330 |
| The Honorable Dolores Colburg, Member Ex-officio (State Superintendent of Public Instruction) (1969-) | 401 South Fee Helena, Montana 59601 |
| Earle C. Thompson, Member Ex-officio (Librarian of the University of Montana) (1966-) | 426 McLeod Avenue Missoula, Montana 59801 |

PRINCIPAL ADMINISTRATIVE OFFICERS

Alma S. Jacobs, State Librarian
Richard C. Peel, Coordinator of Special Library Services
LaVern Kohl, Coordinator of General Library Services
Alberta Titus, Administrative Assistant

OFFICE

930 East Lyndale Avenue, Helena, Montana 59601

LEGAL REFERENCES

The statutes referring to the operations of the State Library Commission and the State Library are contained in sections 44-127 through 44-139 of the Revised Codes of Montana, as Amended.

Under the Executive Reorganization Act of 1971, as amended by the State Legislature, 43rd session, 1974, the State Library Commission is allocated to the State Board of Education, Section 82-A-509 of the Revised Codes of Montana for purposes of planning and coordination; its budget requests shall be included with those of the State Board of Education, but the governance, management and control of the state agency is vested in the State Library Commission. Section 81A-501.1, Revised Codes of Montana, as amended.

The Library Services and Construction Act (Public Law 89-511) authorizes appropriation by the Congress of funds to support library programs in the several states, and requires the development of state plans. The Montana State Library's annual and long range plans under the Library Services and Construction Act outline procedures and priorities in meeting the needs of public library development, construction of public library facilities, establishing networks of libraries, extending library service to residents and inmates of state institutions, and serving blind and physically handicapped readers within the state. These plans are on file at the State Library.

Annual programs for the expenditure of moneys under LSCA and amendments to the State Plan and the Long Range Plan, are submitted through the clearing house of the Division of Planning/Economic Division of the Department of Intergovernmental Relations.

STATE LIBRARY COMMISSION

GOAL:

Provide or implement the provision of quality library service for all residents of the State of Montana.

MAJOR RESPONSIBILITIES:

1. Quality library service at the state level, to meet the needs of state government and to supplement local public libraries where resources are insufficient.
2. The development of public library service of high quality for all residents of Montana, through the fostering of public library federations, aimed toward achievement of the Montana Public Library Standards.
3. Coordination of the resources and services of all libraries in the state in order to eliminate unnecessary duplication and to share information when needed, both intrastate and interstate.
4. Adequate library service to the state's institutionalized and/or blind or handicapped population, who are otherwise without access to libraries or are unable to use ordinary printed library materials.

STATE LIBRARY COMMISSION

MAJOR ACCOMPLISHMENTS:

1. Greatly increased resources and services available to departments of state government, to state officers and to state employees.
2. Legislation was passed to recognize federations as legal entities to receive funds.
3. Golden Plains Federation, with headquarters at Glasgow, established.
4. TWX telecommunications network instituted between the State Library, the federations' headquarters, and the two universities' libraries.
5. Beginning of library services to Boulder River School and Hospital and expansion of services to all institutions.
6. Thirty-one per cent increase in circulation of materials to Blind and/or Physically Handicapped.

PROGRAM COST SUMMARY

| | FY 1972-1973 | FY 1973-74 | Increase (Decrease) |
|--|---------------|----------------|------------------------|
| Library Services and Development | 353,757 | 329,198 | (24,559) |
| Library Networks | 42,055 | 41,885 | (170) |
| Institutional Library Service | 75,503 | 82,803 | 7,300 |
| Library Service for the Handicapped | 45,134 | 77,685 | 32,551 |
| Administration * | | <u>43,377</u> | <u>43,377</u> |
| TOTAL PROGRAMS | 516,449 | 574,948 | 58,499 |
| | | | |
| Personal Services | 212,018 | 187,921 | (24,097) |
| Operating Expenses | 142,458 | 199,392 | 56,934 |
| Equipment | 64,951 | 53,500 | (11,451) |
| Grants and Benefits | <u>97,022</u> | <u>134,135</u> | <u>37,113</u> |
| TOTAL BY CATEGORY | 516,449 | 574,948 | 58,499 |
| | | | |
| General Fund | 174,990 | 176,333 | 1,343 |
| Federal and Private Revenue Fund | 244,437 | 398,615 | 154,178 |
| Federal and Private Grant Clearance Fund | <u>97,022</u> | <u>**</u> | <u>(97,022) **</u> |
| TOTAL FUNDING | 516,449 | 574,948 | 58,499 |

* Formerly in Library Services

** Decreased appropriations under Titles I and II of the Library Services and Construction Act, causing decreased grants to public library federations and no construction grants.

LIBRARY SERVICE AND DEVELOPMENT PROGRAM

GOAL:

Provision of effective library service to all officers and employees of State government and access to quality library service for all residents of the State.

MAJOR OBJECTIVES:

1. Strengthen the resources of the State Library to provide adequate and effective library service to all officers and employees of State government.
2. Promote and assist federations of libraries as a means of providing more effective library service with greater resources and less duplication.
3. Assist all public libraries of the State as needed and provide direct library service to persons without access to a public library.

MAJOR ACCOMPLISHMENTS:

1. Thirty per cent increase in requests from state agencies.
2. Funds received under Titles I and III of the Library Services and Construction Act administered to further library development in the State.
3. Legislation was passed to recognize federations as legal entities to receive any available state funding for public libraries.
4. Golden Plains Library Federation established to serve four counties with headquarters at Glasgow, and two counties added to other federations.
5. Treasure County joined Sagebrush Federation of Libraries and Blaine County joined Pathfinder Federation of Libraries.
6. Provided consultant services and supplemental book collections when requested.

LIBRARY NETWORKS PROGRAM

GOAL:

1. Coordinate the resources and services of all types of libraries in the state.

OBJECTIVES:

1. Establish communication networks to locate in-state and out-of-state sources of information and materials.
2. Make available, through photocopy or interlibrary loan, materials located in state or out of state.
3. Increase capability of library personnel statewide through training programs and in-service education.
4. Support cooperative programs designed to improve access to materials and services.

ACCOMPLISHMENTS:

1. TWX telecommunications machines installed in State Library, the five federation headquarters, and the two universities to facilitate location of in-state materials. This system is linked with out-of-state sources of information.
2. Greatly increased distribution of photocopied material.
3. Important service provided to medical profession and allied health personnel through cooperation with Biomedical Librarian and regional resources.

INSTITUTIONAL LIBRARY SERVICE PROGRAM

GOAL:

Provide high quality library service to residents and inmates of state institutions.

RESPONSIBILITIES:

1. Establish libraries and provide service to residents of state institutions.
2. Upgrade existing institutional library service through improved collections and consultant service.

ACCOMPLISHMENTS:

1. Opening and operation of a branch of State Library at Boulder River School and Hospital.
2. Warm Springs, State Prison and Mountain View School collections from State Library rotated; additions made to deposit collections.
3. Improvement of service to seven state institutions served through contractual arrangements between local public libraries and the State Library.

LIBRARY SERVICE FOR THE BLIND AND PHYSICALLY HANDICAPPED PROGRAM

GOALS:

Provide direct library service to any resident of the state who, (because of a visual or physical handicap, is unable to read normal print or to hold a book or magazine or to turn pages) or is unable to utilize conventional public library materials and services.

RESPONSIBILITIES:

1. Locate and extend library service to any resident of the state who, because of a visual or physical handicap, is unable to read normal print or to hold a book or to turn pages.
2. Serve as a Regional Library for the Blind and Physically Handicapped and act as liaison between national sources, other regional libraries and community public libraries.
3. Provide additional materials for eligible users through services of volunteers.

ACCOMPLISHMENTS:

1. Workshops held in major cities, in conjunction with other state agencies, to locate and identify those eligible for service.
2. Workshops and consultant services to public library staffs to help them become more familiar with library services available for the blind and physically handicapped.
3. Volunteer taping groups were upgraded and expanded to provide materials not available from other sources.
4. Thirty-one per cent increase in circulation of library materials to the blind and physically handicapped.

ADMINISTRATION PROGRAM

GOAL:

Provide efficient administration of State Library's functions.

OBJECTIVES:

1. Develop administrative procedures for the most effective utilization of funds, materials and personnel to execute State Library's functions.
2. Locate and administer all possible sources of funding available to libraries of the state.
3. Provide long-range planning, collect information on libraries of the state, and coordinate local, regional and national programs.

ACHIEVEMENTS:

1. Applied for and administered funds available under Library Services and Construction Act.
2. Implemented expansion of library services throughout state.
3. Collected and distributed information on libraries of state to provide a basis for evaluation.

PROGRAM: LIBRARY SERVICE AND DEVELOPMENT

Montana State Library's collection of materials was strengthened by concentration of emphasis on reference and research materials designed to answer information requests from local public libraries and from departments of state government. Children's books are not being purchased and the State Library present collection of juvenile titles is being distributed to Federation Headquarters' Libraries to strengthen their service to children.

From state agencies there was a 30% increase in requests for information. The State Highway Department's collection was incorporated into the Montana State Library collection and the Department's research and information requests are handled by Montana State Library's staff of reference librarians. The collection in its present location is also useful to many other departments of state government thereby reducing the need for duplication of acquisitions. Service to local public libraries was strengthened by consultant visits to requesting libraries and by furnishing supplemental collections of materials from the State Library's collection.

The organization of Golden Plains Federation of Libraries with headquarters at Glasgow City-County Library was completed. Golden Plains Federation serves the counties of Daniels, Phillips, Sheridan and Valley.

Treasure County joined the Sagebrush Federation of Libraries with headquarters at Miles City. Blaine County joined the Pathfinder Federation of Libraries with headquarters at Great Falls.

Legislation was passed by the forty-third session, 1974, of the State Legislature to establish federations as legal entities to develop library service in Montana and to receive such state funding as may be available to libraries. This is a major achievement in giving legal identity to the federations in the public library system.

PERFORMANCE SUMMARY

-----fiscal years -----

| | <u>Historic</u> 1972-73 | <u>Current</u> 1973-74 |
|--|----------------------------|---------------------------|
| Recorded requests for library service | 56,161 | 30,414 9,887 Network |
| Interlibrary loan requests sent to Bibliographic Center from State Library | * 2,572 | 3,105 |

* Requests that could be obtained in an inexpensive format were purchased rather than sent on to PNBC. Requests were examined more closely and if it was felt that the material should be in the State Library's collection, it was purchased rather than requested through PNBC.

PROGRAM: LIBRARY NETWORKS

GOALS: To provide good library service to all citizens of Montana, by overcoming the geographic barriers of distances and the lack of local resources; to strengthen the Federation systems by extending the resources of the Headquarters' libraries; to share the resources of the Universities with all the citizens of Montana; to eliminate costly duplication of expensive materials; to extend the access of Montana citizens to resources outside the state.

OBJECTIVES: To make available through interlibrary loan or photocopy any materials held in the state to any person in the state; to obtain from out-of-state sources materials not available in Montana; to support cooperative programs designed to improve access to materials and services; to consolidate resources within the state and avoid duplication of materials.

ACCOMPLISHMENTS: With limited funding from the new biennium budget, the year began very poorly for the library network system. Loss of staff and telephone limited the amount of help that could be given and material located for both public libraries and state agencies.

With the release of the LSCA title III funds, after the first of the year, the State Library was able to expand and develop its network service and accomplish the goals that had been established.

The formation of the Montana Information Network Exchange (called MINE because it belongs to every person in the state) was possible through the use of federal funds. TWX machines were leased and installed at the five federation libraries in the state - Great Falls, Billings, Glasgow, Miles City and Libby, with machines also installed at the two universities and at the State Library.

The use of the machines to transmit requests quickly and efficiently made it possible for the State Library to locate material for any library in the state, sending in their request to the State Library.

The cooperation of the two largest public libraries in the state, Great Falls and Billings, and the two universities' libraries through the State Library network, made it possible for every citizen of the state to have access to resources far greater than his own local library could provide.

The cooperation of academic libraries, public libraries and special libraries in the Montana Information Network Exchange is a tremendous asset to library development in Montana. Sharing and cooperation are the very center of network operation, and Montana is fortunate in having that cooperation between its various libraries.

The Hotline to the State Library makes it possible for any library in the state to call directly to the State Library for its requests or answers to its questions. When this service was eliminated by budget necessity a year ago, it was the one item that caused most anguish to the libraries and their patrons around the state. It was the first item that was restored when funds were available and continues to

be a vital link between the state government in Helena and the grassroot citizens of the far edges of Montana.

Through the Montana Information Network Exchange, the federation system of library service as designated by legislation passed at the 1974 Legislative session has been strengthened. Access to wider resources is the carrot that brings local libraries into cooperation with other libraries of its area.

The increased use of photocopy material has been made possible through the quick access that the library network program provides. The amount of photocopy material provided through MINE for state agencies and public libraries has increased from approximately 500 pages a month to more than 1,500 pages a month. The State Library has absorbed this cost in the network system to avoid the costly bookkeeping and inconvenience that is involved in interdepartmental billing.

The network system has also worked closely with the Biomedical Librarian from the Pacific Northwest Regional Health Science Library in providing medical information for professional medical and health personnel in all parts of Montana. Materials not available from the nearest hospital library are now requested by telephone or mail from the State Library. Through MINE and the TWX machines, it is possible to locate these requests quickly within the state and see that they are sent where they are needed. Those materials not available in the state are sent directly to the Regional Health Science Library in Seattle by the TWX machine.

Through the continued support of the Pacific Northwest Bibliographic Center and the Pacific Northwest Health Sciences Library, access to materials held by large public and academic libraries of the Pacific Northwest are available to the citizens of Montana. Between 200 and 300 requests a month are sent on to PNBC or PNHSCL for materials not to be found in Montana. This widening of library horizons is one of the major objectives of the Montana Information Network Exchange.

The Montana Information Network Exchange is a forward step in the library development of tomorrow. This is the future of library service, and Montana has made a beginning.

PROGRAM: INSTITUTIONAL LIBRARY SERVICE

Goals: The State Library's Institutional Library Service Program was established to provide a high quality library service to residents and inmates of State Institutions. Prior to the initiation of this program, none of the institutions had adequately organized, furnished, or supported libraries.

The State Library operates libraries for the Warm Springs State Hospital patients, inmates of the State Prison, and residents of the Boulder River School and Hospital and provides direct service for the Galen State Hospital and the Mountain View School. The State Library has contractual relationships with the public libraries of Great Falls, Miles City, Twin Bridges, Flathead County, Lewistown and Glendive to serve the remaining institutions.

Objective: The objective of this program is to continue to upgrade the institutional library services through a wider range of services and materials, including more frequent bookmobile stops, increases in the book collections, and consultant help.

Achievements: At the Boulder River School and Hospital, a branch library of the State Library was opened at the beginning of the fiscal year and has been in full operation during the year. Three branch libraries are now in operation: the Boulder River School and Hospital, the State Prison, and the State Mental Hospital. The Boulder Library was expanded to include more paperbacks, more picture books, more educational toys, and more non-print media. The librarian has worked closely with the psychology staff, the teaching staff, and the Foster Grandparents to provide services to each group.

The Warm Springs and State Prison collections were rotated monthly from the State Library's collection. Five hundred paperbacks were added to each collection through purchase and gift collections were also added. Additions were made to the deposit collections on the wards where patients and inmates were not able to come to the library. Several hundred items were added to the prison's non-print collection. The Warm Springs library sponsored 95 film showings with 1,689 people attending.

The Mountain View School (served directly by the State Library) rotated its collection at the State Library, added new paperbacks, and purchased audio visual equipment to upgrade its non-print collection. In addition paperback book racks were purchased for each cottage and a collection was supplied for each. The Galen State Hospital collection (also served directly by the State Library) was re-evaluated and its paperback collection was upgraded and enlarged. A new collection of paperbacks was added to the Alcholic Treatment and Rehabilitation center.

The remaining seven state institutions are served by local public libraries under contract with the State Library. Deposit collections in these institutions were changed several times according to need. Bookmobile service was continued at Pine Hills, Eastmont, and the Deaf and Blind School. Twin Bridges residents were encouraged to use the Public Library with an increase in the number of hours the

library is open. The children from Eastmont were brought to the public library every week for a story hour. Residents from the Center for the Aged were transported to the local library. At the Veteran's Home a librarian visited the institution every week to encourage use of the library and deliver special requests. Several programs were sponsored at the Flathead county library for residents at the Swan River Camp, and the Antique Automobile Club visited the institution to bring the new library collection and to provide a program for the residents.

Performance Summary: No figures are presented because there are no figures that serve as adequate performance summaries. Books are placed on wards, in cottages, in cell blocks and other areas of the institutions. The main libraries are serving as reference centers, legal research areas, audio-visual centers, and interlibrary loan stations. Statistics concerning visits to the main library give no realistic indication of the materials used or service rendered.

PROGRAM: LIBRARY SERVICE FOR THE HANDICAPPED

Description and Goals: The State Library's program, Library Services for the handicapped, provides direct library service to any resident of the state who, because of a visual or physical handicap, is unable to read normal print or to hold a book or magazine or to turn pages. A collection of talking books, books on magnetic tape, cassette books, large type books, and machines (talking book and cassette) are used with emphasis on providing the same variety of library materials that would be available to a non-handicapped person through a good public library.

The State Library's Division for the Blind and Physically Handicapped is designated as a Regional Library for the Blind and Physically Handicapped by the Library of Congress. Braille library service is provided to Montana readers by the Utah State Library, under contract with and paid for by the Montana State Library.

Objective: The objective of this program is to extend service to all eligible users in the state, a figure not known, but conservatively estimated to include at least four or five times the present number.

The State Library works closely with related State agencies in coordinating service to eligible users. In addition, contact is being strengthened with related health and social professional fields in order to identify eligible persons.

Work with community public libraries continues to increase as this program develops further. While the State Library will provide materials and administrative leadership in this program, members of local library staffs will need guidance in becoming effective readers' advisors for local handicapped readers. Public libraries and local institutions such as rest homes, hospitals, senior citizens organizations, and schools are being encouraged to maintain deposit collections and demonstration equipment. These deposit collections provide circulation of materials in large type and recorded magazines and sometimes recorded books, thereby reducing the circulation workload at the State Library and providing direct service to local patrons. Demonstration equipment is used to locate eligible persons in the community or institution.

Volunteer taping groups are established and trained to provide materials not available from the Library of Congress or from other Regional Libraries. These groups provide textbooks for college students, Montana material, research material for all patrons, and other material needed by Montana patrons.

Achievements: Workshops were held in major cities, including the surrounding counties, jointly sponsored by the Montana Association for the Blind, Visual Services Division of SRS, the School for the Deaf and Blind, and the Montana State Library, Division for the Blind and Physically Handicapped. The workshops are held to identify new patrons and to introduce the services to persons in the community who in turn will be working with the handicapped. Educators, social workers, librarians, legislators, medical workers, rest home personnel and other interested persons were invited.

Workshops were also held for public library staffs to help the staffs become more familiar with library services to the blind and physically handicapped. Public libraries are encouraged to provide the personal contact that is impossible from a central state library. They help patrons with equipment, with selection of reading material, and problems encountered with services.

Volunteer taping groups were upgraded and expanded. Textbook material for students, Montana history and related material, magazine articles for research and information, and books of interest to patrons not provided on the national program were taped for Montana patrons and made available nationally. Montana, the Magazine of Western History is now available to all handicapped Montana patrons on a cassette format. Sub-master copies are also provided to the other 52 Regional Libraries for the Blind and Physically Handicapped. Further expansion of these volunteer taping groups has been curtailed because of the lack of staff and equipment necessary to coordinate the program.

Informational mailings about services were made to doctors, rest homes, libraries, and clergy. A full news article appeared in most of the Church Newspapers in the state. Displays at libraries, county fairs and other focal points were encouraged.

Circulation of library materials increased by 31%, to 92,300 books and magazines.

A continued effort is being made to provide more deposit collections of material in public libraries, rest homes, hospitals and other appropriate places where a number of patrons are able to conveniently borrow material from a local collection.

Performance Summary:

-----FISCAL YEARS-----

| | Historic 1972-73 | Current 1973-74 | Projected 1974-75 |
|--|---------------------|--------------------|----------------------|
| Individuals using service regularly at end of year | 1,794 | 1,877 | 2,000 |
| Persons served through deposit collections | 1,540 | 1,637 | 1,800 |
| Circulation of materials | 70,498 | 92,300 | 100,000 |

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PLEASE RETURN MONTANA STATE LIBRARY

ANNUAL REPORT — 1982

STATE DOCUMENTS COLLECTION

MAY 4 1983

MONTANA STATE LIBRARY
1515 E. 6th AVE.
HELENA, MONTANA 59620

A Report to the Governor and the Forty-Eighth Legislature



The search for a new State Librarian began January, 1982, following Alma Jacob's retirement. Mrs. Jacobs served as State Librarian from July, 1973, to January, 1982. The Montana State Library Commission named Sara Parker State Librarian. Ms. Parker, formerly Regional Supervisor, Library Service Systems Coordination at Colorado State Library, began her duties September 1, 1982.



The State Library moved into the New Justice/Montana State Library building in November, 1982. From the time the State Library relocated from Missoula to Helena in 1965, the long range goal has been a new State Library building in the Capitol Complex. The new building, housing the Supreme Court, Justice Department, State Law Library and the State Library in a beautiful, functional building only two blocks from the Capitol, represents the realization of this goal.

Highlights in a year of transition:

- New State Library facility
- New State Librarian
- Major review of State Library programs

The Montana State Library Commission began a review of State Library programs in January, 1982. A six-member committee was named to examine services and recommend ways to maintain and improve them. The committee spent six months conducting the review, which explored many facets of library service in Montana. The report, prepared by Melinda Artz, contained 122 recommendations addressing the following needs:

- Clarification of service roles and relationships among State Library users
- Evaluation and planning for internal and statewide library automation
- Reviewing and revising State Library budget structures and funding levels
- Reviewing State Library personnel matters, including staff allocation, classification, professional development and performance evaluation
- Creating better understanding among users of the State Library's services in order to promote more public awareness

Implementation of the recommendations began in the fall.

Montana public and other libraries

The State Library reached libraries through a variety of services and activities that provided:

Reference service filled 8,517 requests for information; performed 277 online searches; and circulated 5,260 library items.

Coordination of the statewide interlibrary loan system. This included State Library staff finding locations for 4,434 interlibrary loan requests through the Washington Library Network and forwarding these requests to holding libraries. Two meetings devoted to procedures and protocols for interlibrary loan were sponsored by the State Library.

Coordination of federation activities through four Coordinators' meetings with State Library staff.

Distribution of state documents and publications to 14 public, academic and special library depositories throughout the state.

Fifty-eight consultative visits by State Library staff to federation headquarters libraries and other libraries.

Administration and distribution of \$353,634 coal severance tax funds to public library federations. Administration of Library Services and Construction Act funds, which included grants to update the Montana Union List of Serials and to assist in the development of a COM catalog at the City-County Library of Missoula.

Publication and printing of the **Library Directory, with statistics**. Assistance with the publication, printing and distribution of the **Library Trustee Manual**.

Sponsorship of a training session on microcomputers and a workshop in grantsmanship.

Blind and physically handicapped users

Service to users comes from the State Library Division for the Blind and Physically Handicapped. The Division is part of a national network of regional libraries which receive equipment and reading materials from the National Library Service of the Library of Congress. In this past year the Division has:

Circulated 51,857 talking books and cassettes to over 1,600 users. Sixty-eight percent of the circulated material was selected for the readers by staff in the Division because the readers were unable to select their own materials.

Provided 1,757 talking books and cassettes in nursing homes, group homes and public schools for special education students.

Distributed 1,079 talking book machines to new users or to those persons needing replacement machines.

Added 6,998 copies of talking books and cassettes to the State Library's collection.

Responded to users with 7,689 letters and telephone calls.

Coordinated 1,900 hours of service from volunteers. This included the Telephone Pioneers, who repair talking book machines.

Employees of state government

The State Library provided information to government officials to help them perform their work. In doing this, the Reference Department:

Responded to 11,162 requests from state employees for information in 1982. Questions came by mail, telephone or visits to the State Library. They ranged from simple questions, such as what are the historic gold mining sites in Lewis and Clark County, to complex ones, such as the health and environmental effects of Endrin.

Performed 415 online reference searches to provide in depth information on particular topics. The State Library has access to 160 computer data bases for these searches.

Borrowed 4,484 items not owned by the State Library through interlibrary loan for state agency users. The Reference staff uses the Washington Library Network computer terminal for interlibrary loan requests to verify titles and to locate the requested material.

Checked out 26,192 books, government documents, journals and periodicals to state agency employees.

Scheduled nine orientation sessions for 117 persons in order to introduce state employees to the Library. (In the month of January, 1982, the State Library has held 12 orientation meetings with 149 attending).

Residents of Montana institutions

These users received both direct and indirect service from the State Library:

Direct service was provided to those institutions nearest to Helena. These are: Boulder River School and Hospital, Galen State Hospital, Montana State Prison, Mountain View School for Girls and Warm Springs State Hospital. Service to these residents included:

Purchase of paperbacks, magazines and newspaper subscriptions, legal materials, basic reference books, puzzles, picture books and toys, which were placed in the institutional libraries. A total of \$10,072 was allocated for these materials.

Reference and interlibrary loan services were provided.

Warm Springs State Hospital has a library with services provided by a librarian from the State Library staff.

Consultative services and 17 visits from the Institutional Consultant and the State Library staff.

Indirect service was provided to Center for the Aged, Eastmont Human Services Center, Pine Hills School, School for the Deaf and Blind, Swan River Youth Camp and Veterans Home through contracts with the Lewistown City Library, Glendive Public Library, Miles City Public Library, Great Falls Public Library and the Flathead County Library.

The activities that support these services:

Acquisitions — the State Library added 1,300 volumes (783 titles) to its collection and continued 840 subscriptions to periodicals in 1982.

Shared cataloging — the Washington Library Network (WLN) provided cataloging information for 90 percent of these new titles. The State Library provided original cataloging information for Montana state documents to the WLN data base.

Retrospective conversion — Montana State Library's continued membership in WLN in 1982 allowed 31,000 more of the Library's holdings to be entered into the WLN data base. The State Library now has 42,303 of a total 64,712 records in WLN.

State and federal documents — 12,000 volumes of state documents and publications were processed by the State Library for distribution to depository libraries and for adding to the State Library collection. 11,826 volumes of federal documents were added to the State Library collection. 2,321 were hard copy volumes and 9,541 were microfiche.

Library of Congress Name Authority Project — the State Library participated in this project to provide name authority headings for Montana documents and publications. This assured accurate retrieval of state publications by providing uniformity of names of state agencies.

Montana State Library Financial Overview

FY 1982

State Library expenditures by program and fund

| Program | General Fund | Federal Funds LSCA | Coal Severance Tax | Total Expenditures |
|---|---------------|--------------------|--------------------|--------------------|
| Program 1 — General Library Services | \$ 120,359 | \$ 141,370 | \$ 362,107* | \$ 623,836 |
| Program 2 — Networks | 80,065 | 65,934 | 68,827 | 214,826 |
| Program 3 — Institutional Library Service | 45,849 | 55,262 | 0 | 101,111 |
| Program 4 — Service to the Blind and Physically Handicapped | 48,481 | 62,484 | 0 | 110,965 |
| Program 5 — Administration | <u>51,273</u> | <u>53,558</u> | <u>0</u> | <u>104,831</u> |
| Totals | 346,027 | 378,608 | 430,934 | 1,155,569 |

* \$353,634 distributed as grants to federations

Montana State Library Commission:

Henry McClernan, Chairman, Montana College of Mineral Science and Technology, Butte, MT 59701

Ed Argenbright, Superintendent of Public Instruction, Capitol Station, Helena, MT 59620

Joan Evans, 400 Beverly Hills Blvd., Billings, MT 59101

Mary Hudspeth, 212 Sunset, Glendive, MT 59330

Erling Oelz, Interim Director, Mansfield Library, University of Montana, Missoula, MT 59812

State Librarian:

Sara Parker, Montana State Library, 1515 E. Sixth Avenue, Helena, MT 59620

MONTANA STATE LIBRARY

ANNUAL REPORT—1983

A Report to the Governor and the Forty-Eighth Legislature

1983 HIGHLIGHTS

- Grant Funds for Library Construction
- New Organizational Structure for the State Library
- Newly Constituted Library Services Advisory Council
- Experimental Resource Sharing Program - Pilot MONCAT
- Comprehensive Review of Federation System
- An Active and Growing Volunteer Program
- Legislative Gains

CONSTRUCTION GRANT AWARDS

A portion of the federally funded Jobs Bill (P.L. 98-8) allocated funds to Title II of the Library Services and Construction Act (LSCA) for public library construction and remodeling grants. Title II had previously not been funded for ten years. The total amount of funding received by Montana libraries was \$220,523.

Criteria for eligibility included: area of high unemployment and projects to make facility accessible to the physically handicapped. Retrofitting for energy conservation was also a priority.

Remodeling & construction grants -- general

| | |
|-------------------------|-----------|
| Flathead County Library | |
| a. Central library | \$ 19,594 |
| b. Bigfork | 35,838 |
| Lincoln County Library | |
| Troy branch | 42,680 |
| Mineral County Library | 1,000 |
| Plains Library | 20,078 |

Remodeling -- access to the handicapped

| | |
|------------------------------|--------|
| Butte-Silver Bow Public Lib. | 16,189 |
| Glasgow City-Co. Library | 6,644 |

Grant Awards, cont'd

| | |
|---------------------------------|--------|
| Energy conservation | |
| 7. Butte-Silver Bow Public Lib. | 25,705 |
| 8. Great Falls Public Library | 5,116 |
| 9. Missoula City-Co. Library | 43,650 |
| 10. Philipsburg Library | 1,029 |
| 11. St. Ignatius Library | 3,000 |

STATE LIBRARY REORGANIZATION

Reorganization at MSL reflects an increased commitment to the library development function, the provision of consulting services to Montana libraries.

Circulation and shelving functions were merged with the Reference and Information Services Department. Government publications processing was assumed by the Technical Services Department.

Staff size remains the same. Organizational changes are reflected in the following roster.

Montana State Library Department Roster and Directory

| | |
|---|----------------|
| Sara Parker, State Librarian | (406) 444-3115 |
| Administrative Services, | 444-3115 |
| JoAnn Fallang | |
| Library Development Team: | 444-3115 |
| Alene Cooper, Beth Givens, Bruce Newell, Sara Parker, Darlene Staffeldt | |
| Reference and Information Services, | 444-3004 |
| Harold Chambers | |
| Circulation, Nadine Langan | 444-3016 |
| Technical Services, | 444-3115 |
| Charlotte LeVasseur | |
| Library for the Blind and Physically Handicapped, | 444-2064 |
| Darleen Tiensvold | |
| 1-800-332-3400 | |
| Linda Brander, Volunteer Coordinator | |

NEW ADVISORY COUNCIL BEGINS WORK

As of May 1983, a newly constituted Montana Library Services Advisory Council has been active. The Advisory Council has 18 members who are appointed by the Governor for two year terms. Members represent all types of libraries and key user groups.

The Advisory Council makes recommendations to the State Library Commission on Library Services and Construction Act (LSCA) grant awards, the long range planning process, and the overall development and well-being of Montana libraries. It represents the views and opinions of citizens, library users and libraries.

Major tasks in 1983 included: recommending grant awards for library construction projects (federal LSCA Title III); beginning the long range planning process, 1984-89, to lead to the 1989 Montana centennial celebration; and recommending grant categories for FY84 LSCA funds.

Names of Advisory Council members can be found in the **Montana Library Directory**, 1983.

RESOURCE SHARING EXPERIMENT

Since July 1983, 29 Montana public, academic, school and special libraries have participated in the **Pilot MONCAT Project**. They have experimented with the use of a resource sharing tool called a union catalog, Washington Library Network's **Resource Directory** (RD). The RD is a set of microfiche which contains holdings information of over 100 Pacific Northwest libraries, including the holdings of Montana's ten WLN members.

The purposes of the Pilot Moncat project are to evaluate the use of a direct resource sharing tool and help pave the way for statewide use of a union catalog.

COMPREHENSIVE FEDERATION REVIEW

Strengthening the federation system and including all types of libraries are major recommendations of the Federation Program Review. In April 1983 the Program Review Committee, chaired by Sara Parker, State Librarian, began the work of studying the present public library federation system and recommending future options. JoAn Segal of the Bibliographic Center for Research (Denver) served as facilitator.

The review included: an analysis of the Federation system as well as network structures of other states; a survey of Montana

VOLUNTEER PROGRAM REPORT

Volunteers played an active and vital role in the Library for the Blind and Physically Handicapped. 5,779 hours were donated to the program at an estimated value of \$40,000. Volunteers participated in outreach, general library duties, equipment repair, and recording.

The program to record Montana books was begun in June with Gov. Ted Schwinden recording a selection from **Montana, the Magazine of Western History**. Three books were recorded and processed for distribution: **Golden Fleece**, Hughie Call; **Mollie, Mollie Dorsey-Sanford**; and **When You and I Were Young** Whitefish, Dorothy Johnson.

Funds were raised and construction began on the Montana State Prison sound booth. After completion, inmates will be trained to record Montana literature for distribution to blind and physically handicapped readers.

LEGISLATION REVIEW

Two major pieces of library legislation were passed during the 1983 session. H.B. 212 increases the mill levy limit for libraries in counties from 3 to 5 mills, and in municipalities from 4.5 to 7 mills.

The State Library Commission was increased in size from five to seven members (H.B. 508). The Superintendent of Public Instruction can name a designee and the Commissioner of Higher Education now appoints a university system librarian to the Commission on a rotating basis.

Appointed as a result of this legislation are C.E. "Abe" Abramson, and Martha Davis. Sheila Cates is the designee for the Office of Public Instruction and Noreen Alldredge, Director, Montana State University Library, represents the university system. Continuing as Commission members are: Henry McClernan, Chair; Mary Hudspeth; and Joan Evans.

Legislators who introduced library legislation were Senators Stimatz and Mazurek and Representatives Fabrega and McBride.

Federation Review, cont'd

librarians; four regional meetings; and focus group interviews of community leaders. The draft report, containing 28 recommendations, was presented to the Commission August 1983 and was widely distributed to the library community during the fall. The final report will be completed Spring 1984.



Linda Brander, Volunteer Coordinator, standing center; and volunteers, left to right: Jean Schellenberger, Jeannette Folsom, Fran Johnson.

STATE LIBRARY SERVICES AND USAGE

Montana Public, Academic, and Special Libraries

The State Library reaches libraries through a variety of services and activities:

- o **Reference** service filled approximately 6,030 requests for information; performed 146 online searches; and circulated 4,625 library materials.
- o **Coordination** of the statewide interlibrary loan system included finding locations for 4,289 interlibrary loan requests through the Washington Library Network and forwarding the requests to holding libraries.
- o **Coordination** of federation activities through 4 Coordinators' meetings with State Library staff.
- o **Distribution** of state government publications to 14 public, academic and special depository libraries in Montana.
- o 88 **consultative** visits by State Library staff to libraries.
- o **Administration** and distribution of \$326,676 coal severance tax funds to public library federations.
- o **Publication** and distribution of the **Library Directory with Statistics, Library Laws, and the Public Library Standards**.
- o **Sponsorship** of training sessions on Ontyme II electronic mail, the Pilot MonCat Program, and microcomputer orientation.

Services and Usage, cont'd

Employees of State Government

The State Library provides a variety of information services to employees of state government. The Reference and Information Services Department:

- o **Responded** to approximately 9,120 requests from state employees for information. Requests range from the provision of facts and statistics to complex research projects.
- o **Performed** 309 online reference searches to provide in-depth information on specific research topics. The State Library has access to over 200 computer data bases.
- o **Borrowed** 4,264 items from other libraries throughout the Pacific Northwest for agency users via the Washington Library Network computer system.
- o **Circulated** 23,347 books, government publications, journals and periodical articles to state employees.
- o **Conducted** 34 orientation sessions for 469 persons in 14 agencies to introduce them to the services of the Library.

Residents of Montana Institutions

Residents of institutions receive library services directly from the State Library or by contract with a public library. Direct services are provided to: Boulder River School and Hospital, Galen State Hospital, Montana State Prison, Mountain View School, Warm Springs State Hospital and the Women's Correctional Facility.

Contracted services are provided to the Center for the Aged, Eastmont Human Services Center, Pine Hills School, School for the Deaf and Blind, Swan River Youth Camp and Veterans Home through contracts with the public libraries in those communities.

Services provided:

- o The **purchase** of paperback and hardbound books, magazine and newspaper subscriptions, reference materials, legal materials, high interest/low vocabulary books, picture books, toys, and audio-visual materials.
- o **Reference** and interlibrary loan services.
- o 45 **consultative** visits by the Institutional Consultant, nearly 3 times the previous year's contacts.
- o State Library **staffing** of a librarian for the Warm Springs State Hospital and Women's Correctional Facility.

Services and Usage, cont'd

Blind and Physically Handicapped Users

The Montana State Library for the Blind and Physically Handicapped provides services to over 1,700 users. Talking books and the associated equipment are mailed directly to residences, nursing homes, hospitals, and state institutions.

In 1983 the LBPH:

- o **Circulated** 56,369 talking books and cassettes to over 1,700 users. Most book selection is done by staff on a one-to-one basis for users.
- o **Provided** 804 talking books and cassettes to nursing homes, group homes, and public schools for special education students.
- o **Distributed** 1,091 talking book machines to new users or persons needing replacement machines; handled 1,124 machines returned for repair and replacement.
- o **Added** 8,428 copies of talking books and cassettes to the collection.
- o **Responded** to users with 10,528 letters and telephone calls.
- o **Coordinated** 5,779 hours of volunteer service, an increase of 300% over last year.

Activities That Support These Services

- o **Acquisitions** - The State Library automated its acquisitions process using the Washington Library Network computer system. It added 1,690 volumes to the collection (1,198 titles) and continued 465 periodicals subscriptions.
- o **State and federal government publication** 14,694 state government publications were processed and distributed to libraries under the program of the State Publications Distribution Center. 16,338 volumes of federal government publications were added to the collection, over half of which were microfiche. The State Library is a partial depository for federal government publications.
- o **Automation and resource sharing** - The State Library continues to participate in the Washington Library Network (WLN) a bibliographic data base which is shared by over 100 Pacific Northwest libraries.

1,000 copies of this public document were published at an estimated cost of 20¢ per copy, for a total cost of \$200.00, which includes \$200.00 for printing and \$0.00 for distribution.

FY 1983 Montana State Library Financial Overview -- Expenditures by Program and Fund

| Program | General Fund | Federal Funds LSCA | Coal Severance Tax | Total Expenditure |
|---|--------------|--------------------|--------------------|-------------------|
| Program 1 - General Library Services | \$ 182,978 | \$ 133,025 | \$ 334,806* | \$ 650,809 |
| Program 2 - Networks | 75,941 | 76,380 | 60,701 | 213,022 |
| Program 3 - Institutional Library Service | 54,650 | 58,716 | | 113,366 |
| Program 4 - Service to the Blind and Physically Handicapped | 83,936 | 63,943 | | 147,879 |
| Program 5 - Administration | **93,548 | 43,705 | | 137,253 |
| Totals | 491,053 | 375,769 | 395,507 | 1,262,329 |

* \$326,676 distributed as grants ** \$18,740 moving costs - 1982-83

Montana State Library Commission:

Henry McClellan, Chairman, Three North Excelsior, Butte, MT 59701

C.E. Abramson, 8807 Hellgate Station, Missoula, MT 59807

Noreen Alldredge, Director of Libraries, Montana State University, Bozeman, MT 59717

Sheila Cates, Library/Media Specialist, Office of Public Instruction, State Capitol, Helena, MT 59601

Martha B. Davis, P.O. Box 187, Dillon, MT 59725

Joan M. Evans, 400 Beverly Hills Boulevard, Billings, MT 59101

Mary Hudspeth, 200 S. Merrill, Glendive, MT 59330

State Librarian: Sara Parker, Montana State Library, 1515 E. Sixth Ave., Helena, MT 59620

PLEASE RETURN

MONTANA STATE LIBRARY

ANNUAL REPORT — 1984

STATE DOCUMENTS COLLECTION

APR 29 1985

MONTANA STATE LIBRARY
1515 E. 6th AVE.
HELENA, MONTANA 59620

A Report to the Governor and the Forty-Ninth Legislature

EMPHASIS ON TRAINING AND EDUCATION

The major emphasis of library development in 1984 was training and educational workshops for the library community.

Board members and librarians of public libraries participated in workshops on the roles of trustees in public awareness, advocacy, and policy making. Held in six communities, 148 persons participated.

Financial management workshops provided an overview of the public budgeting process, auditing, and the political environment. Workshops were offered in five communities and attended by 78 librarians. Both the financial management and trustees workshops were funded by federal Library Services and Construction Act grants. They were recorded on videotape to be used by librarians unable to attend.

Librarians who provide services to residents of Montana's institutions participated in a two-day retreat, sponsored by the State Library and funded with a LSCA grant. The retreat offered the 12 participants the ability to exchange ideas and build skills.

Several educational opportunities were provided for persons who offer services to the blind and physically handicapped. The staff of the Library for the Blind and Physically Handicapped conducted orientation workshops in 9 communities on the availability and use of talking books and other services. The LBPH was also a co-sponsor and participant of the Low Vision Seminar, held in Helena.

The topics of resource sharing and library networks were of interest to many librarians. Pilot Moncat project participants met at the close of the project to share experiences and recommend future developments for Montana's shared catalog, Moncat. Over 160 persons in 7 communities, primarily school librarians and administrators, heard Ruth Jean Shaw of the Anchorage, Alaska, school system talk about school library participation in a computer-based resource sharing network.



Pilot Moncat Project participants share their experiences and make recommendations for future development of Moncat.

STATE LIBRARY DEPARTMENT DIRECTORY

Montana State Library
1515 E. 6th Ave., Helena MT 59620

Sara Parker, State Librarian 406-444-3115

Administrative Services 444-3115
JoAnn Fallang, Program Mgr.

Library Development 444-3115
Alene Cooper, Beth Givens,
Sara Parker

Reference & Information Services 444-3004
Harold Chambers, Program Mgr.
Circulation 444-3016

Technical Services 444-3115
Darlene Staffeldt, Program Mgr.

Library for the Blind and 444-2064
Physically Handicapped 1-800-332-3400
Darleen Tiensvold, Program Mgr.
Sheena LaMere, Volunteer Coordinator

STATEWIDE LIBRARY PLANNING

Planning for development of Montana libraries and systems progressed on a number of fronts. The review of public library federations, begun in 1983, was completed and the final report distributed. Federation coordinators began to develop strategies for implementation of recommendations.

The Long Range Planning Committee of the Advisory Council issued a draft report, *A Choice of Futures, a Future of Choices: a Long-Range Plan for Library Development*. It provides vision statements and outlines actions for a 5-year plan culminating in Montana's centennial year, 1989.

PROGRESS ON MONCAT

During 1984 nearly \$90,000 in federal Library Services and Construction Act (LSCA) funds were awarded to 19 Montana libraries to participate in the development of Moncat. Moncat is a shared computer data base which contains records of materials owned by Montana libraries, developed through a multi-state computer library system, the Washington Library Network. These libraries are:

- o Flathead Co. Library, Kalispell, and nine neighboring college, health science, public and school libraries in northwest Montana - Flathead Valley Community College, Kalispell Regional Hospital, Flathead High School, Libby Sr. and Jr. High Schools, Lincoln Co. Free Library, Whitefish High School, Troy High School, Lincoln Co. High School (Eureka)
- o Missoula City-County Library
- o University of Montana Library
- o Butte-Silver Bow Public Library
- o Lewis and Clark Library, Helena, with Shodair Children's Hospital Library, Ft. Harrison Veterans Admin. Medical Center Library, and the Office of Public Instruction Audio Visual Library
- o Montana State University Library
- o Bozeman Public Library.

The Pilot Moncat Project, the experimental use of a shared catalog by 29 libraries, was completed in 1984. Planned and evaluated by the Interlibrary Loan Committee, it showed the successful use of a shared catalog by libraries of all types and sizes for interlibrary loans services and other library operations.

Two statewide committees, Collection Development and Automation, began the work of developing plans and advising both the Montana State Library Commission and the Library Services Advisory Council.

The Interlibrary Loan Committee continued its mission of making way for the first statewide library catalog, Moncat. The Pilot Moncat Project was completed and recommendations for the future development of Moncat were drafted.

Committees are composed of representatives from public, academic, special and school libraries, as well as library users.

STATE LIBRARY SERVICES AND USAGE

Montana Public, Academic and Special Libraries

The State Library reaches libraries through a variety of services and activities:

- o Reference service to Montana libraries: 3,674 requests for information; 222 online searches; and circulation of 4,948 library materials.
- o Distribution of state government publications to 15 public, academic and special depository libraries in Montana.
- o Publication and distribution of the Montana Library Directory and resumption of the newsletter, *The Montana State Library News*, published bi-monthly with a circulation of 1,100.
- o 64 consultative activities, including 26 visits to libraries.
- o Coordination of federation activities through 5 Coordinators' meetings with State Library staff. Development of standardized systems of reporting and accounting for federations.
- o Administration and distribution of \$352,849 coal severance tax funds to public library federations.
- o Coordination of statewide library planning activities and training workshops for librarians. (See related stories.)

cont'

Services and Usage, cont'd

Blind and Physically Handicapped Users

1984 was a year of significant growth for the Library for the Blind and Physically Handicapped. The LBPH mails talking books and the associated equipment directly to users in their homes, hospitals, nursing homes, and institutions. Most book selection is done by staff on a one-to-one basis for users.

In 1984 the LBPH:

- o Circulated 68,953 talking books and cassettes to over 1,800 users. Circulation increased 22% and the number of users rose 6%.

- o Provided 1,197 talking books and cassettes to nursing homes, group homes, and public schools for special education students, an increase of 50% over last year.

- o Distributed 1,257 talking book machines to new users and persons needing replacement equipment, an increase of 15% over 1983; handled 1,192 machines returned for repair and replacement.

- o Added 9,649 copies of new talking books and cassettes to the collection, an increase of 14% over last year.

- o Responded to users with 14,933 letters and telephone calls, a 42% increase.

- o Coordinated 5,884 hours of volunteer service at a market value of \$40,000.

- o Worked with the Dept. of Institutions, the Montana State Prison, the Lions Sight Foundation and other groups to coordinate the construction of a recording booth at the Prison and to develop a project to produce recordings of Montana books by inmates.

- o With the assistance of a Montana State University intern, produced the slide/tape show, *Color Your World*, which explains and promotes the services of the LBPH.

- o Surveyed users of braille and talking books to determine the effectiveness of the LBPH.

Employees of State Government

State government employees used a variety of services from the Reference and Information Services Department in 1984:

- o 5,797 requests for information, from the lending of books and reports to assistance with complex research projects.

- o 439 searches from computer data bases, accessed by the State Library to extend its research capabilities.

- o 4,522 items borrowed from other libraries in the Pacific Northwest via the Washington Library Network computer system.

- o Circulation of 23,147 books, government publications, and magazine articles to state employees from the State Library collection.

Residents of Montana Institutions

The State Library provides services to residents of institutions either directly or by contracts with public libraries. Direct services are provided to: Boulder River School and Hospital, Galen State Hospital, Montana State Prison, Mountain View School, Warm Springs State Hospital, and the Women's Correctional Facility.

Public library contracted services are provided to: Center for the Aged, Eastmont Human Services Center, Pine Hills School, School for the Deaf and Blind, Swan River Youth Camp, and Veterans Home.

Services provided are:

- o The purchase of materials for residents - books, magazine and newspaper subscriptions, reference and legal materials, high interest/low vocabulary books, toys, and audio-visual materials.

- o Reference and interlibrary loan services as well as 6 consultative visits by State Library staff. Sponsorship of a 2-day training workshop for librarians who serve residents of institutions.

- o Staffing by the State Library of the Warm Springs State Hospital and Women's Correctional Facility.

cont'd

Services and Usage, cont'd

Technical Services

o Automation and resource sharing: The State Library continues to participate in the Washington Library Network (WLN), a computer data base shared by over 140 Pacific Northwest libraries, and used for cataloging, interlibrary loans, and acquisitions.

o Acquisitions: Using the WLN for fund control and collection management, the State Library added 1,503 volumes to the collection (1,171 titles) and continued 458 magazine subscriptions.

o Government publications: 11,896 state government publications were processed and

distributed to libraries by the State Publications Distribution Center. The State Library is a partial depository for federal government publications. 17,601 volumes of federal government publications were added to the collection, a majority of which were microfiche.

o The State Library's collection of large-print books totaling 3,000 volumes was transferred to 8 public libraries - an effort to give these materials wider accessibility to persons with visual disabilities.

650 copies of this public document were published at an estimated cost of 24¢ per copy, for a total cost of \$155.00, which includes \$155.00 for printing and \$.00 for distribution.

FY 1984 MONTANA STATE LIBRARY FINANCIAL OVERVIEW: Expenditures by Program and Fund

| Program * | General Fund | Federal Funds: LSCA | Coal Severance Tax | Other | Total Expenditures |
|--|--------------|------------------------|--------------------|-------|--------------------|
| Program 1 - Reference and Information Services | \$ 254,263 | 89,703 | 19,168 | 1,116 | 364,250 |
| Program 2 - Library Development | 42,753 | 229,260 | 360,156** | | 632,169 |
| Program 3 - Institutional Library Service | 18,031 | 45,476 | | | 63,507 |
| Program 4 - Service to the Blind & Phys. Handicapped | 52,190 | 78,306 | | | 130,496 |
| Program 5 - Administration | 94,651 | 34,717 | | | 129,368 |
| Program 6 - Technical Services | 65,294 | 29,072 | 34,695 | | 129,061 |
| TOTALS | \$ 527,182 | 506,534 | 414,019 | 1,116 | 1,448,851 |

* The State Library reorganized its budget structure from five programs to six to more accurately reflect its role and program activities.

** \$352,849 distributed as grants.

Montana State Library Commission

Henry McClellan, Chair, Three North Excelsior, Butte MT 59701

C. E. Abramson, 8807 Hellgate Station, Missoula MT 59807

Noreen Alldredge, Director of Libraries, Montana State Univ., Bozeman MT 59717

Sheila Cates, Library/Media Spec., Office of Public Instruction, State

Capitol, Helena MT 59620

Martha B. Davis, P.O. Box 187, Dillon MT 59725

Mary Hudspeth, Vice-Chair, 220 S. Merrill, Glendive MT 59330

State Librarian: Sara Parker, Montana State Library, 1515 E. 6th Ave., Helena MT 59620

MONTANA STATE LIBRARY ANNUAL REPORT — 1985

A Report to the Governor and the Forty-Ninth Legislature

The Blacktail Statement

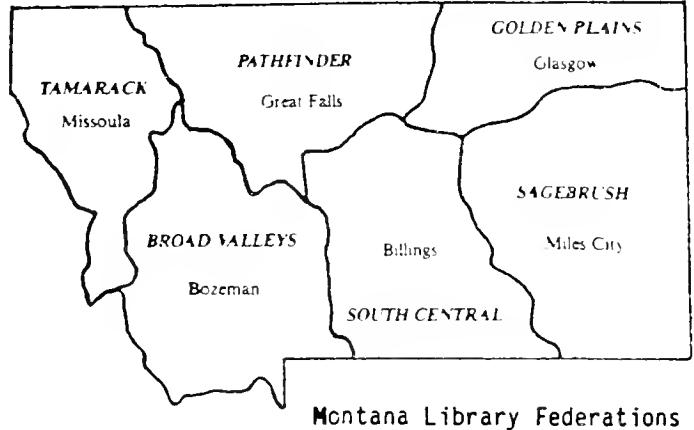
During a September retreat held at the Blacktail Ranch near Helena, the Montana State Library Commission formalized its goals and plans for the future. The result of its efforts, the 1985 Blacktail Mission Statement, is the culmination of work by the State Library staff, the Montana Library Services Advisory Council, and the Commission to focus the mission of the State Library and library services in Montana. The statement sees library cooperation as the key in reaching the goal of every Montanan having access to the state's library resources.

The Blacktail Statement reaffirms the State Library Commission's belief that free, publicly-funded libraries are essential in a democracy if citizens are to have free and open access to information. The statement sees a future where federations will link not only public libraries but academic, school and special libraries as well. It encourages efforts in the state for multitype library cooperation.

The Western Library Network (WLN) is seen as one important step in linking the state's libraries. By the use of WLN's online records and by the use of MonCat, the state's expanding union catalog, Montanans will become increasingly aware of collections held in all of the state's libraries. The statement also sees the need of rural Montana for specialists and new technologies. It encourages the development of interlibrary loan capabilities at every public library in the state.

Several specific issues are addressed in the Blacktail Statement. Collection development policies are seen as a necessity to libraries. Public hearings are to be held in advance of the 1989 legislature to propose changes to update library laws. A study for the voluntary

(continued on next page)



Montana Library Federations

STATE LIBRARY DEPARTMENT DIRECTORY

| | |
|--|---------------------------|
| Montana State Library | |
| 1515 E. 6th Ave., Helena MT 59620 | |
| Sara Parker, State Librarian | (406)444-3115 |
| Administrative Services | 444-3115 |
| Mary Jane West, Program Mgr. | |
| Library Development | 444-3115 |
| Sheila Cates | |
| Howard Morris | |
| Sara Parker | |
| John Thomas | |
| Reference & Information Services | 444-3004 |
| Harold Chambers, Program Mgr. | |
| Circulation | 444-3016 |
| Technical Services | 444-3115 |
| Darlene Staffeldt, Program Mgr. | |
| Library for the Blind and Physically Handicapped | 444-2064 (1)(800)332-3400 |
| Darleen Tiensvold, Program Mgr. | |
| Sheena LaMere, Volunteer Coordinator | |
| Natural Resource Information System | 444-3115 |
| Larry Thompson, Program Mgr. | |
| Natural Heritage Program | 444-3009 |

certification of public librarians is also requested, as are needs assessments for library services to the deaf, the illiterate and functionally illiterate.

The 1985 Blacktail Statement is an important step by the State Library Commission to guide the direction of library service in Montana. It strengthens the role of public library federations as they work to provide all Montanans with access to all the state's library resources.



Mountain Lady Slipper

NEW PROGRAMS

Natural Resource Information System

The Montana Natural Resource Information System (NRIS) was created by the 1985 Legislature. It is being designed for the acquisitions, storage and retrieval of natural resource information statewide.

The system will promote the sharing of information among state agencies and will provide a means to make information on Montana's resources readily accessible and available to persons needing that information. NRIS director Larry Thompson also administers the Montana Natural Heritage Program (see below).

Natural Heritage Program

The Natural Heritage Program, sponsored by the 1985 Legislature and the privately funded Nature Conservancy, was established at the State Library in 1985. The program is designed to create a statewide database on Montana's rich biological diversity. Data relating to rare plants, animals, and plant communities is being collected and will be made available to all interested parties. The program will greatly improve the availability of this data and help public and private groups more quickly determine the environmental impact of any development.

LEGISLATION REVIEW

Several significant pieces of library legislation were passed during the 1985 session. SB 332 provided the confidentiality of library records. HB 394 provided a per diem compensation for the State Library Commission. The legislature also provided \$375,000 for the partial funding of the Natural Resource Information System/Natural Heritage Program which are now based at the State Library.



MONCAT

"Please realize that we are, in Molt, 30 miles from the nearest public library and 50 miles one way from our county library. Other rural areas are even more remote. MonCat gives us a vital information source."

Trudi Downer
Molt

"We have a special interest in the continuation of this useful library tool [MonCat] as we are primed to spend grant money to enter our holdings in WLN and thus share our resources."

Loren Thompson
Chrycentie Liggett
Roundup

Montana's first union catalog, MonCat, was received by the library community with much enthusiasm. In February approximately 300 librarians participated in workshops held around the state to learn the possible uses of MonCat: interlibrary loan, cataloging, collection development...

This first edition in microfiche format contained 700,000 holdings records from 48 Montana Libraries. Responding to grassroots support for the continuation of MonCat, the State Library Commission voted to underwrite the cost of a MonCat supplement in 1986. The supplement will contain another 700,000 records from 67 libraries and will further improve access to the state's resources.

STATE LIBRARY SERVICES AND USAGE

Montana Public, Academic and Special Libraries

The State library serves libraries through:

Reference service to Montana libraries: 4,409 information requests; 333 online searches; 4,147 materials circulated.

Distribution of 19,509 state government publications to 18 public, academic and special libraries.

Publication of the Montana Library Directory and The Montana State Library News (circulation 1,200).

88 consultative activities, including 30 visits to libraries.

Administration and distribution of \$377,519 coal severance tax funds to public library federations.

Blind and Physically Handicapped

In 1985 the Library for the Blind and Physically Handicapped:

Circulated 75,448 talking books and cassettes to over 1,800 users. Circulation increased 9% and the number of users rose 16%.

Provided 1,077 talking books and cassettes to nursing homes, group homes, and public schools. Distributed 1,164 talking book machines to new users and persons needing new equipment. Added 12,809 copies of new talking books and cassettes to the collection.

Responded to users with 17,452 letters and telephone calls, a 16% increase.

Coordinated 6,266 hours of volunteer service at a market value of \$45,000.

Began the Montana Prison Recording Program that employed 11 inmates working a total of 5,148 hours at a fair market value of \$45,000.

Employees of State Government

The Reference and Information Services Department provided a variety of services for state government employees:

Filled 6,839 information requests, from the lending of books and reports to assistance with complex research projects. Performed 517 searches from computer databases.

Borrowed 4,078 items from other libraries throughout the country. Circulated 18,002 books, government publications and magazine articles from the State Library collection.

Residents of Montana Institutions

The State Library provides services to residents of institutions either directly or by contracts with public libraries. Direct services are provided to: Montana Developmental Center, Montana State Hospital (Warm Springs and Galen combined), Montana State Prison, Mountain View School, and the Women's Correctional Center.

Public library contracted services are provided to: Center for the Aged, Eastmont Human Services Center, Pine Hills School, School for the Deaf and Blind, Swan River Youth Camp, and Montana Veteran's Home.

Technical Services

Automation and resource sharing: The State Library continues to participate in the Western Library Network (WLN), a database shared by over 250 Pacific Northwest libraries and used for cataloging, interlibrary loans and acquisitions.

Acquisitions and government publications: 1,024 titles were added to the collection that now totals 67,374 titles. 14,929 volumes of federal government publications were added to the collection.

Library Development

1985 was a year of transition for Library Development at the State Library. Two long-time employees, Beth Givens and Alene Cooper, left the staff while Sheila Cates assumed the position of Coordinator of Library Services.

The Collection Development Committee sponsored a series of six workshops around

the state attended by 144 persons. The Automation Committee made recommendations to the State Library Commission on the future of library automation in Montana. The committee also made itself available to local libraries for consultation on automation. A Continuing Education Committee was established by the State Library Commission to outline a state plan on that subject.

LSCA (Library Services and Construction Act) activities were many and varied in 1985. In March, a series of six grant writing/fund raising workshops were held in each library federation, attendance totalling 156 persons. Providing public library service to the residents of the Rocky Boy Reservation was the focus of another grant. The tribal high school was given an expanded collection and extended hours to serve all of the reservation. The largest LSCA project funded the creation of MonCat, Montana's first union catalog.

Title II Construction Projects FY 1985:

| Library | Amount |
|--|----------|
| Butte-Silver Bow Public Library Public meeting room | \$14,200 |
| Great Falls Public Library Energy conservation of windows | \$ 2,000 |
| Havre-Hill County Library Remodeled building for library | \$84,710 |
| Mineral County Library Remodeling for handicapped access | \$ 2,600 |
| Petroleum County Community Library Replacement of glass doors | \$ 2,225 |
| Sidney Public Library Expansion and remodeling | \$61,000 |

650 copies of this public document were published at an estimated cost of 23¢ per copy, for a total cost of \$150.00, which includes \$150.00 for printing and \$0.00 for distribution.

FY 1985 MONTANA STATE LIBRARY FINANCIAL OVERVIEW: Expenditures by Program and Fund

| | General Fund | Federal Funds: LSCA | Coal Severance Tax | Other | Total Expenditures |
|---|--------------|---------------------|--------------------|---------|--------------------|
| Program 1 - Reference and Information Services | \$266,755 | \$ 92,534 | \$ 13,248 | \$2,630 | \$ 375,167 |
| Program 2 - Library Development | 42,057 | 554,920* | 400,439** | | 997,416 |
| Program 3 - Institutional Library Service | 17,092 | 49,425 | | | 66,517 |
| Program 4 - Service to the Blind & Physically Handicapped | 53,861 | 88,641 | | | 142,502 |
| Program 5 - Administration | 140,381 | 37,491 | | | 177,872 |
| Program 6 - Technical Services | 63,774 | 29,863 | 27,649 | | 121,286 |
| TOTALS | \$583,920 | \$852,874 | \$441,336 | \$2,630 | \$1,880,760 |

*\$488,141 distributed as grants.

**\$377,519 distributed as grants.

Montana State Library Commission

Mar. Hudspeth Chair
Buzeman

C. E. Abramson, Vice Chair
M. S. I. I. A.

Dr. Henry McClellan
Butte
Noreen Alldredge
Bozeman
Victoria Braaten
Heena

Martha B. Davis
Dixon
Karen Everett
Billings

Commissioners' addresses are in the Montana Library Directory



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7/88

STATE DOCUMENTS COLLECTION

JUN 18 1989

MONTANA STATE LIBRARY
1915 E. 6th AVE.
HELENA, MONTANA 59620

...as the life style of this age grows more inter-disciplinary, it will be harder for the one-track mind to survive....I see simultaneous intake, multiple-awareness, and synthesized comprehension as inevitable, long before the year 2000 A.D..

Barbara Morgan

PLEASE RETURN



Montana State Library Annual
Report for Fiscal Year 1987/88

NRIS is "responsible for developing statewide indices and databases for each of Montana's natural resources." Its subdivision, the Natural Heritage Program "provides a comprehensive inventory of significant elements of the state's natural features that are exemplary, rare or unique."

Developed within NRIS in FY 87/88, were the Water Information System and the Geographic Information System. These two subdivisions are making important contributions in 1988.

The Environmental Protection Agency is responsible for cleaning up the Clark Fork River in the Butte/Anaconda area. The project will require comprehensive information about the river and the surrounding area. Their main source of mapping data will be NRIS.

In FY 87/88 the Natural Heritage Program assisted a variety of state agencies in Montana. These included, among others, Fish, Wildlife and Parks, Department of State Lands, Administration, Department of State Lands, Department of Agriculture and the Department of Natural Resource Conservation. In addition, they assisted private industry in Montana with hundreds of requests.

One of the projects involved development of a comprehensive classification for eastern Montana grasslands. Another was the compilation of the Managed Area Abstracts which contains summary information on location, size, ownership, management and history of all major publicly-owned lands in Montana.

INFORMATION RESOURCES

Montana State Library's reference department and the technical services department merged to form "Information Resources." There were also changes in the physical arrangement of the library to create a better environment for library users and to make access to materials easier for them.

Last fiscal year marked the beginning of a new era of document delivery for Montana libraries. The State Library is part of an ever-growing network among Montana libraries who are using telefacsimile equipment to transfer facsimiles of library materials.

The information network was also enhanced through the addition of an 800 number to enable librarians throughout Montana to call the State Library with questions they are unable to answer for their users because of their limited reference collections. In FY 1987/88 the library added 1,779 titles to its monograph collection, 11,304 volumes of federal government publications and 257 new state government publication titles.

Information Resources served state government by providing to state employees 7,292 information requests and 680 online searches. State employees checked out 6,967 items from the library.

Information Resources served Montana's libraries by responding to their 3,876 information requests and 503 online searches. They also circulated 4,172 items to other libraries and distributed 8,612 state government publications to 18 public, academic and special libraries in Montana.

Montana State Library Funding Summary

| | |
|---------------------------------------|--------------------|
| General Fund | \$548,652 |
| Coal Severance Tax | \$299,000 |
| Library Services and Construction Act | \$564,538 |
| Private Special Revenue | |
| Kellogg Foundation | \$48,500 |
| Miscellaneous | \$3,000 |
| Natural Resource Information System | |
| State Special Revenue | \$271,108 |
| Federal Special Revenue | \$35,000 |
| Total | \$1,769,798 |

| | |
|--------------------------------------|--------------------|
| Expenditures | |
| Operating Expenditures | \$912,409 |
| Equipment | \$133,343 |
| Grants | |
| From State Sources (CST) | \$229,916 |
| From Federal Sources (LSCA) | \$212,664 |
| Natural Resources Information System | |
| Operating Expenditures | \$281,466 |
| Total | \$1,769,798 |

Montana State Library Commission

| | |
|---|--|
| Mary Hudspeth, Chair 1407 Cabinet Avenue Libby, 59923 | Martha B. Davis P.O. Box 187 Dillon, 59725 |
| C.E. Abramson 7302 Hellgate Station Missoula, 59807 | Dr. Henry McClernan Three North Excelsior Butte, 59701 |
| Noreen Alldredge Director of Libraries Montana State University Bozeman, 59717 | Marie Thompson 123 Lewis Avenue Billings, 59101 |
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